

# Training Manual

FOR



Distributed Accounting & Resource Tracking System

# ***DARTS***

This page left intentionally blank

# ***DARTS***

## Table of Contents

I.	Introduction .....	5
II.	Application Overview .....	6
III.	Setting Up Your PC .....	7
IV.	Accessing DARTS .....	10
V.	Performing Queries .....	11
VI.	Modules .....	14
	User Preferences .....	15
	Document Information .....	16
	Summary Information .....	17
	Vendor Information .....	21
VII.	Downloading Data .....	23
VIII.	Problems/Resolutions .....	26

# ***DARTS***

This page left intentionally blank



# ***DARTS***

## I. Introduction

The Distributed Accounting & Resource Tracking System (DARTS) is the culmination of efforts between ACT-550 and the ABA program office located in Alaska in response to recommendations made in the ABA Financial Review Document. DARTS combines the functionality of the Technical Center's Budget DAFIS Download System (BDDS) with that of Facts And Figures Quick (FAFQ), developed at the Aeronautical Center. The result is a web-enabled application implemented on the Financial Intranet, able to be run from Microsoft's Internet Explorer or Netscape web browsers, on a minimum workstation configuration. DARTS provides quick and easy access to the DAFIS MIR data, which is updated daily with all successfully processed transactions from the previous day.



# *DARTS*

## II. Application Overview

DARTS provides query access to the DAFIS MIR data, which is distributed daily to each region's SQL Server database. The source of the data is the DAFIS MIR, located in Oklahoma City on an Oracle database. Processes have been established by the Alaskan region to populate the data locally on each server on a daily basis.

Access to DARTS is provided through a front-end system developed in Microsoft's Visual InterDev. Visual InterDev provides all necessary tools to build dynamic web applications accessible from any web browser on a variety of platforms. Retrieval of the data is based on selections made by the user and displayed at the PC. In addition to being able to view the data on-line, the user can download the data into an Excel spreadsheet for further analysis.

The system has the following minimum requirements:

### HARDWARE:

- 80486 - PC
- 8 Mb Memory
- Network connectivity

### SOFTWARE:

- Internet Explorer or Netscape

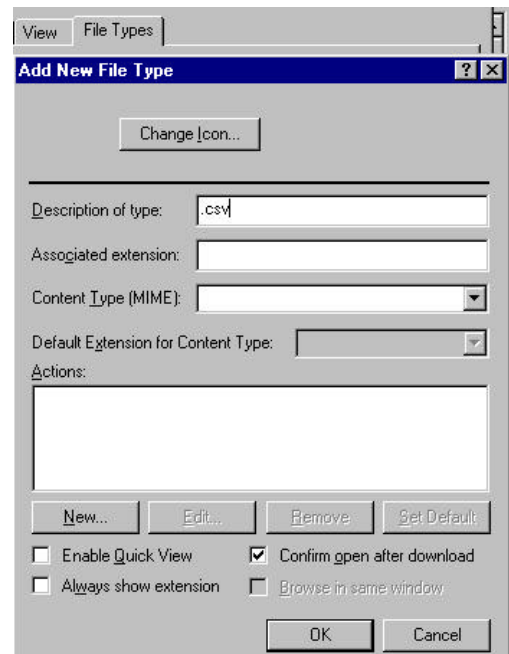
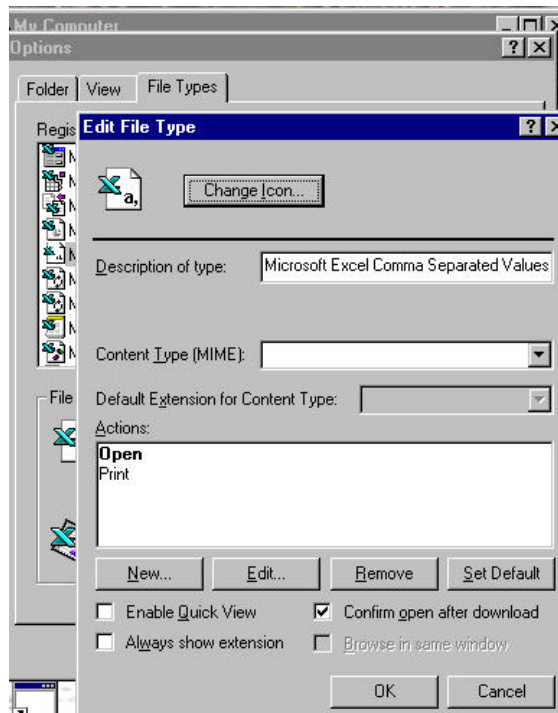


# DARTS

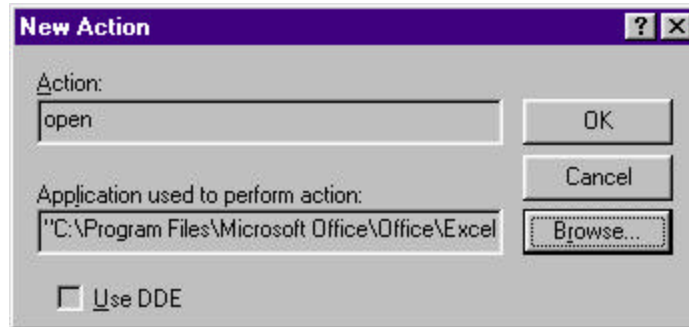
## III. Setting Up Your PC

Prior to using DARTS, the following changes are recommended for downloading data:

1. Set the caching option of the browser - the default setting for this option is to only check for new pages once per session; change this so that pages are always checked to see if they are newer. This option is set differently in Internet Explorer and Netscape (and between versions of the programs). For IE, look in the Internet Options, Settings for Temporary Internet Files. For Netscape, look in the Preferences, Advance Cache settings. Make sure documents/pages are checked on EVERY visit to the page.
2. Confirm that Comma Separated Values file (CSV) is associated with Excel.
  1. Double-Click on 'My Computer'
  2. Select 'Options' from the 'View' menu.
  3. Click on the tab 'File Types'. If CSV is not defined, proceed to step 4.
  4. Click on 'New Type'.
  5. Type **.csv** into 'Associated extension' field.
  6. Check 'Confirm open after download'
  7. Click on 'New'



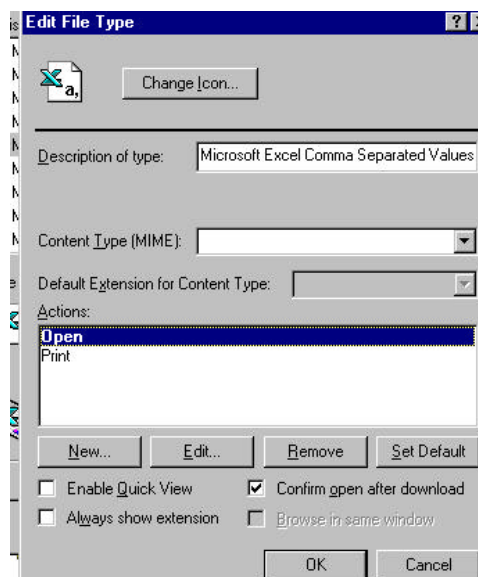
# DARTS



8. Type **open** in the 'Action' field.
  9. Type in the full path and file name of a valid application into the 'Application used to perform action' field. The application you use should be an application that can read the file such as 'notepad'. If you want the file to open with Excel use the full path to 'excel.exe' and follow the direction below (Setting up your computer to open DARTS data in Excel).
  10. Click on 'OK'.
  11. Click on 'Close'
  12. Click on 'Close'
3. Setting up your computer to open DARTS data in Excel.

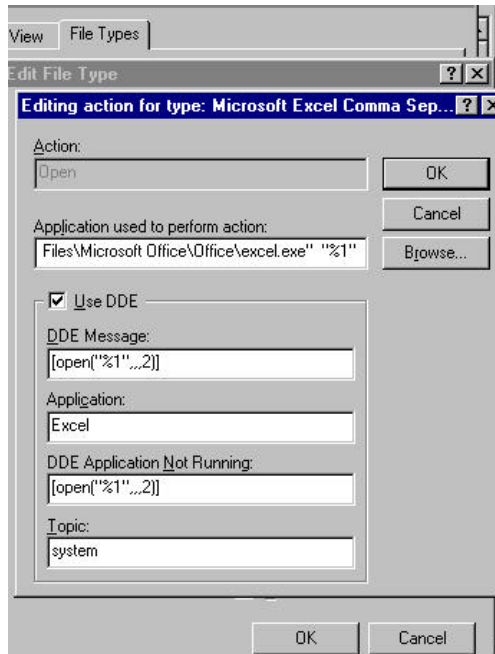
Making the following changes will allow the user to click Open a DARTS download file directly into Excel. Excel will start independent of Internet Explorer, so users will not lose their connection to DARTS when they exit Excel.

1. Complete the instructions above (Setting up your Computer to Download).
2. Double-Click on 'My Computer'
3. Select 'Options' from the 'View' menu.
4. Click on the tab 'File Types'.
5. Scroll through 'Registered file types' until you find 'CSV file'
6. Click on 'CSV file'
7. Click on 'Edit'



# DARTS

8. Click on 'Edit'
9. Click on the 'Action' 'open'
10. Click on 'Edit'



11. Click in the 'Application used to perform action' field.
12. Add {SPACE}"%1" to the end of the command line.
13. Check 'Use DDE'
14. Type [open("%1",,2)] into the fields 'DDE Message' and 'DDE Application Not Running'
15. Type Excel in to the 'Application' field'
16. Click on 'OK'
17. Click on 'Close'
18. Click on 'Close'

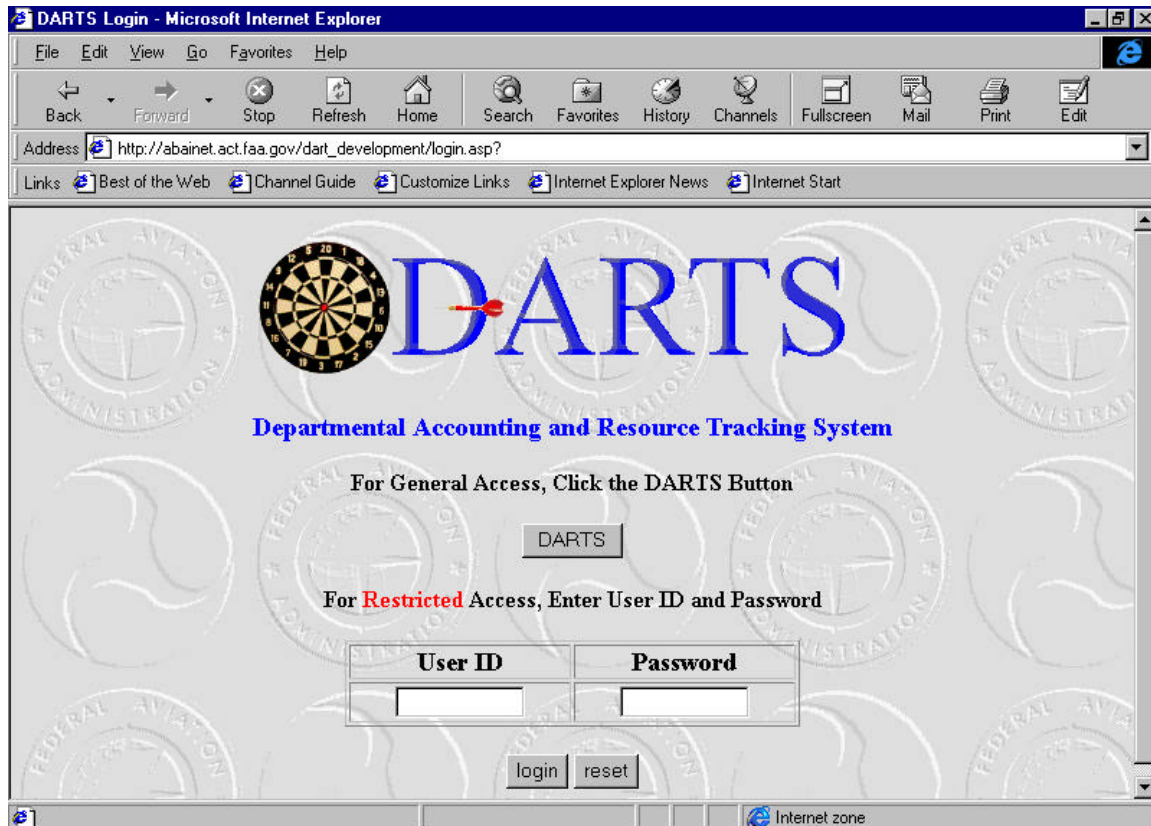
Internet Explorer will now open DARTS download files in Excel when the user clicks on 'Open this file from its current location'.



# *DARTS*

## IV. System Access

Access to DARTS is obtained by entering <http://abainet.XXX.faa.gov/DART/login.asp>, where XXX is the region identifier, in either of the supported web browsers, Internet Explorer or Netscape. Once the URL is entered, the DARTS login screen will appear.



By default, all users are granted general access to DARTS and just need to click the DARTS button. Restricted access is granted by special request to the regional Financial Intranet official. If the request is approved, the user will be assigned a DARTS user id and password, which is entered on this screen.

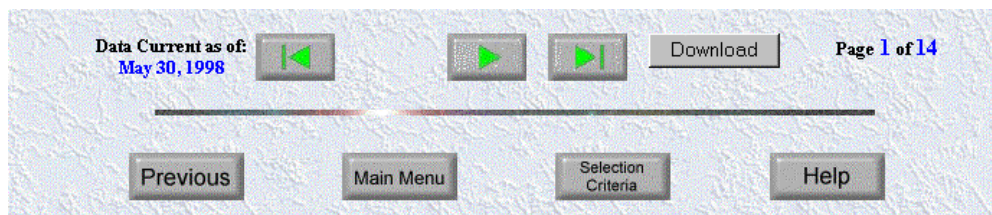


# DARTS

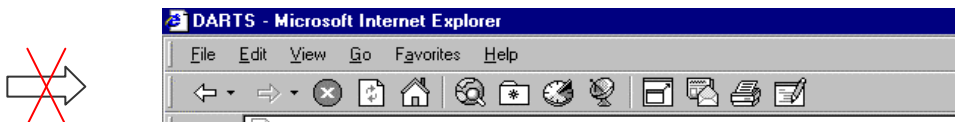
## V. Performing Queries

The query process is composed of a selection criteria screen that pops up based on your request. The queries can be as broad or as narrow as possible. The more fields entered, the narrower the search, resulting in a quicker response. The broader the query, the longer the response and possibly a risk of timing out. All queries rely upon the accounting string to retrieve information, as well as agency and region codes, fiscal year and transaction months or process dates.

Each screen has labeled buttons for navigational purposes. By placing and holding the cursor on top of the buttons, the user will see the button label. There are data buttons (arrows) for scrolling or paging through query results as well as screen buttons (text) for navigating through screens. These buttons change base on the results of the query and action of the user.



PLEASE NOTE: Browser navigational buttons should not be used as their results can be unpredictable.



Selection criteria can be entered by selecting from a drop down box (where available), entering the actual data or by using the wildcard character "%". The result can be sorted by clicking on the radio button on top of the desired fields. For example, the following query would result in retrieving all "Technical Center" records, with appropriation "801", with a cost center beginning with "886" for the month of February, sorted by cost center.



# DARTS

William J. Hughes Technical Center **DARTS** Version 2.0

Sort By:	Agency	Region	Fiscal Year	Approp Code	Limitation	Program Element	Cost Center	Transaction Month
Criteria:	FAA	Technical Center	1998	801	0		886%	February
		Technical Center Eastern SouthWest Central WesternPacific Alaska Southern Aeronautical Center Great Lakes New England Northwest Mountain						February March April May June July

☐ Display Cumulative Monthly Totals

Previous Main Menu Selection Criteria Help

Once all the selection criteria are entered, click on the **SEARCH** button. This will cause the query to execute and return the result set. If multiple pages are returned, scroll bars and navigational data arrows will appear. The total number of pages will also be displayed in the lower right corner of the screen. On the lower left portion of the screen, the date of the last download appears indicating the date the data was last updated.

Report by Appropriation, Program Element and Cost Center

Agcy = 1 Rgn = T FY = 1998 TM = 5 Approp = 801 Lim = 0 Cost Cntr = 886%

Detail	Agcy	Rgn	Fy	Approp	Lim	Program Element	Cost Center	Obligation	Commitment	Trans Month
1	1	T	1998	801	0	210	886000	\$35,042.97	\$0.00	5
1	1	T	1998	801	0	210	886100	\$106,566.56	\$0.00	5
1	1	T	1998	801	0	210	886200	\$129,369.69	\$0.00	5
1	1	T	1998	801	0	210	886300	\$24,534.41	\$0.00	5
1	1	T	1998	801	0	210	886400	\$462,243.16	\$0.00	5
1	1	T	1998	801	0	210	886500	\$13,802.91	\$0.00	5
1	1	T	1998	801	0	210	886600	\$0.00	\$0.00	5
1	1	T	1998	801	0	210	886700	\$20,363.11	\$0.00	5
1	1	T	1998	801	0	270	886000	\$56,867.43	\$0.00	5
1	1	T	1998	801	0	270	886100	\$103,053.46	\$0.00	5

Data Current as of: Dec 30, 1999

Download Page 1 of 2





# DARTS

DARTS also provides the capability to "drill down" to view more detailed levels of information. Just select the record you wish to see detailed information and click the detail button. The next level of data will appear. For example, clicking on the detail for the third line item in the summary query will bring up the document data for this particular line item. And by clicking on an item in the document window, the user will see the transaction information for that particular document.

William J. Hughes Technical Center
DARTS
Version 2.0

---

**Report by Appropriation, Program Element and Cost Center**

◀
▶
▶

**Agy = 1 Rgn = T FY = 1998 TM = 5 Approp = 801 Lim = 0 Cost Cntr = 886%**

Previous Main Select Help

Detail	Agy	Rgn	Fy	Approp	Lim	Program Element	Cost Center	Obligation	Commitment	Trans Month
	1	T	1998	801	0	210	886000	\$35,042.97	\$0.00	5
	1	T	1998	801	0	210	886100	\$106,566.56	\$0.00	5
	1	T	1998	801	0	210	886200	\$129,369.69	\$0.00	5

**Document Information Report**

◀
▶
▶

**Agy = 1 Rgn = T FY = 1998 TM = 5 Approp = 801 Lim = 0 Cost Cntr = 886%**

Previous Main Select Help

Trans	Agy	Rgn	Doc Cntl Num	Doc Type	Doc. FY	Doc Number	Doc Suffix	Doc Ref Num	Tot Undel Order	Total Expend	Tot AE Unpaid	Total Commitments	Total Obligations	Trans/ Doc
	1	T	11874715	71	98	02A000662	000		\$0.00	\$0.00	(\$43,107.31)	\$0.00	(\$43,107.31)	1
	1	T	11874716	71	98	02A000663	000		\$0.00	\$0.00	(\$2,656.01)	\$0.00	(\$2,656.01)	1
	1	T	11874717	71	98	02A000664	000		\$0.00	\$0.00	(\$27.99)	\$0.00	(\$27.99)	1
	1	T	11874718	71	98	02A000665	000		\$0.00	\$0.00	(\$268.14)	\$0.00	(\$268.14)	1

**Document Transaction data**

◀
▶

**Agy = 1 Rgn = T FY = 1998 TM = 5 Approp = 801 Lim = 0 Cost Cntr = 886%**

Previous Main Select Help

Accounting Classification	Process Date	Trans Code	Batch ID	Doc Type	Doc FY	Doc Number	Doc Suffix	Commitments	Undel Order	AE Unpaid	Expend	Total Obligation	Doc Cntl Num
T	2/7/98	702	98041TR03	71	98	02A000663	000	\$0.00	\$0.00	(\$2,656.01)	\$0.00	(\$2,656.01)	11874716
<b>Total:</b>								\$0.00	\$0.00	(\$2,656.01)	\$0.00	(\$2,656.01)	

**Data Current as of:**  
Dec 30, 1999

◀
▶

Download

**Page 1 of 1**

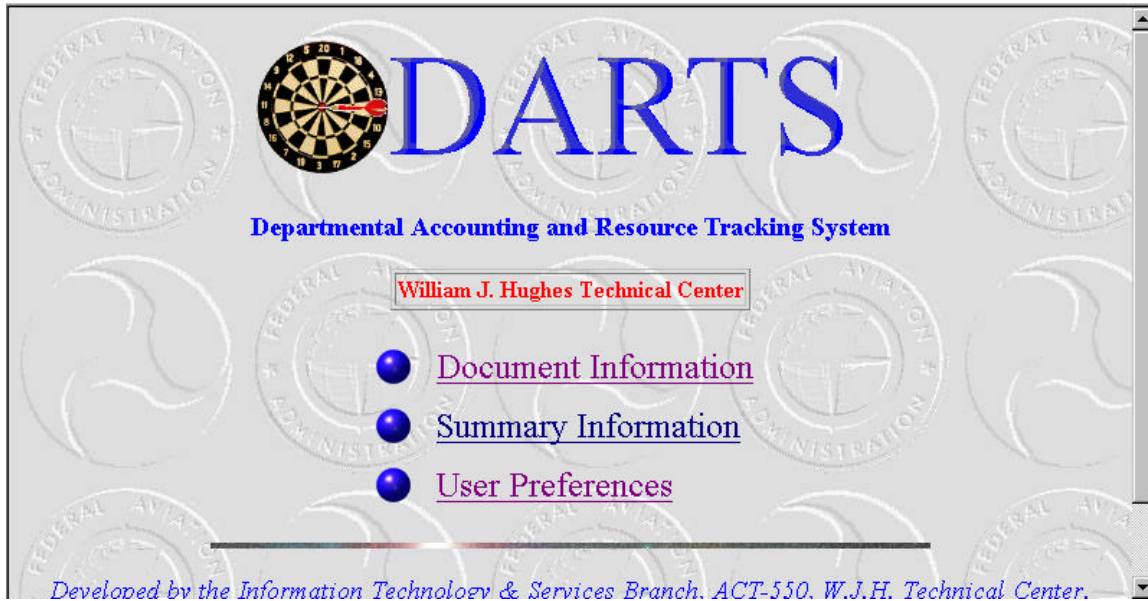
☒ Download Project Information  
☐ Download Only Fields Displayed Above  
☐ Download ALL Fields From Table



# ***DARTS***

## VI. Modules

Based on access privileges, the user will see either of the following main menus. For normal access, Document Information and Summary Information will be available.



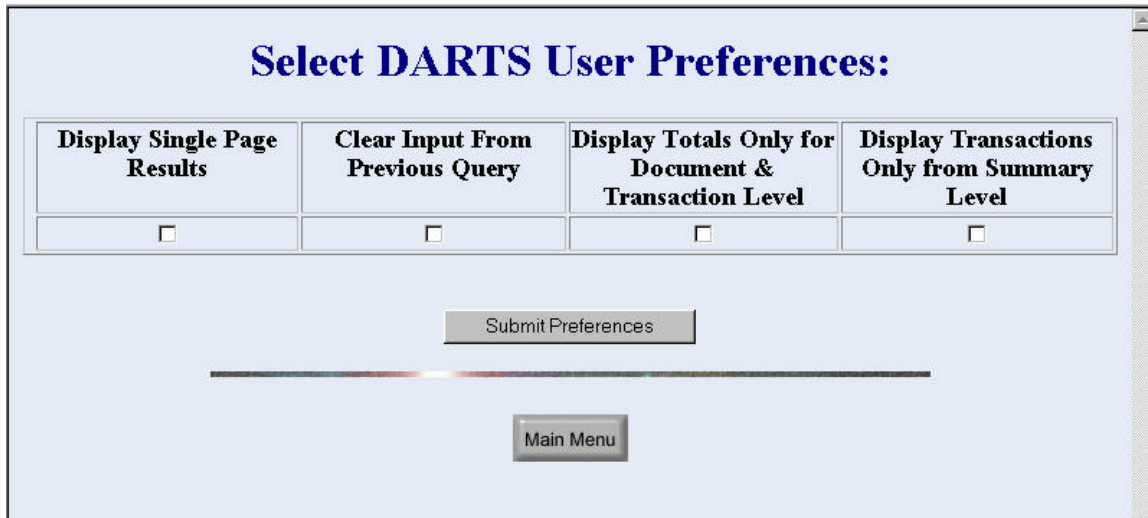
Users who have full privileges will have an additional option, Vendor Information, available.



# ***DARTS***

## User Preferences

The user preference screen allows the user to optionally select different settings for their DARTS session. Selecting Display Single Page Results allows the query results to display and print on one page instead of multiple pages of 10 records per page. Clear Input from Previous Query will clear the query selection criteria so that new criterion can be entered for each query. Display Totals Only for Document and Transaction Level queries will cause the UDO, Expenditure and AEU fields not to be displayed for each record, but totaled in the total obligation field. Display Transactions from Summary level bypasses the document level query when drilling down from the summary level to the transaction level.



**Select DARTS User Preferences:**

<b>Display Single Page Results</b>	<b>Clear Input From Previous Query</b>	<b>Display Totals Only for Document &amp; Transaction Level</b>	<b>Display Transactions Only from Summary Level</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

---



# DARTS

## Document Information

Selecting this option brings up the selection criteria window for retrieving document level information. The user enters selection criteria to search for by utilizing drop down boxes and filling in appropriate fields. The more fields entered, the narrower the search, the quicker the response. (Refer to section IV, Performing Queries).

William J. Hughes Technical Center **DARTS** Version 2.0

From: 10/01/97 To: 10/31/97 Fiscal Year: 1998

Process Date: (mm/dd/yy)

Criteria: Agency: FAA Region: Technical Center Approp Code: Limitation: AFC: Program Element: Cost Center: 886200 Object Class:

SYSTEM DATA: DOCUMENT ID:

Sort By: System Code MAC Source Code Project Job Order Agreement Number Type Year Number Suffix

Criteria: Search

When the search button is clicked in the above query, the Document Information Report appears with the results. The user can page through the results, click on a particular transaction to retrieve the documents that make up the transaction or return to the selection criteria screen to start a new search.

**Document Information Report**

Agy = 1 Rgn = T FY = 1998 Cost Cntr = 886200 From = 10/01/97 To = 10/31/97 Previous Main Select Help

Trans	Agy	Rgn	Doc Cntl Num	Doc Type	Doc. FY	Doc Number	Doc Suffix	Tot Undel Order	Total Expnd	Tot AE Unpaid	Total Commitments	Total Obligations	Trans/Doc
1	1	T	10413223	24	97	T6C00009	109	\$0.00	\$78,732.54	(\$78,732.54)	\$0.00	\$0.00	1
1	1	T	10413225	24	97	T6C00009	005	\$0.00	\$50,500.00	(\$50,500.00)	\$0.00	\$0.00	1
1	1	T	10423109	23	97	T7P00243	001	(\$45,000.00)	\$45,000.00	\$0.00	\$0.00	\$0.00	1
1	1	T	10423111	15	97	8188934	000	\$0.00	\$250.29	\$0.00	\$0.00	\$250.29	1
1	1	T	10463047	71	98	10M000349	000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2
1	1	T	10463048	71	98	10M000350	000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2
1	1	T	10463049	71	98	10M000351	000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2
1	1	T	10463050	71	98	10M000352	000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2
1	1	T	10463051	71	98	10M000353	000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2
1	1	T	10463052	71	98	10M000354	000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2

Data Current as of: Download Page 1 of 36





# DARTS

## Summary Information

Selecting the Summary Information option displays the current reports available for querying. Depending on the access, not all of the following reports may be available.



### Report by Appropriation, Program Element and Cost Center

This option will display roll-up information for the DAFIS transactions for appropriation, limitation, fiscal program code and cost center. Obligation and commitment amounts will be displayed at the summary level. Detailed document and transaction information can be viewed by clicking the detail button on the desired record.

### Report by Appropriation, Cost Center and Object Class

This option will display roll-up information for the DAFIS transactions for appropriation, limitation, cost center and object class. Obligation and commitment amounts will be displayed at the summary level. Detailed document and transaction information can be viewed by clicking the detail button on the desired record.

### Report by Appropriation, Program Element, Cost Center, Object Class, and Project

This option will display roll-up information for the DAFIS transactions for appropriation, limitation, fiscal program code, cost center, object class and project number. Obligation and commitment amounts will be displayed at the summary level. Detailed document and transaction information can be viewed by clicking the detail button on the desired record.



# ***DAFIS***

## Report by Cost Center and Object Class

This option will display roll-up information for the DAFIS transactions for cost center and object class. Detailed document and transaction information can be viewed by clicking the detail button on the desired record.

## Report by Appropriation, Program Element, Cost Center, Object Class and Project

This option will display roll-up information for the DAFIS transactions for appropriation, limitation, fiscal program element, cost center, object class and project number. Obligation and commitment amounts will be displayed at the summary level. Detailed document and transaction information can be viewed by clicking the detail button on the desired record.

## Report by Appropriation, Program Element, Cost Center and Project by QTR

This option will display roll-up information for the DAFIS transactions for appropriation, limitation, fiscal program element, cost center and project number, broken out by fiscal quarter. Obligation and commitment amounts will be displayed at the summary level. Detailed document and transaction information can be viewed by clicking the detail button on the desired record.

## Report by Appropriation, Program Element, Cost Center and Major Object Class

This option will display roll-up information for the DAFIS transactions for appropriation, limitation, fiscal program element, cost center and major object class. Obligation and commitment amounts will be displayed at the summary level. Detailed document and transaction information can be viewed by clicking the detail button on the desired record.

## Report by Project, Appropriation, Program Element, Cost Center and Object Class

This option will display roll-up information for the DAFIS transactions for project, appropriation, limitation, fiscal program element, cost center and object class. Obligation and commitment amounts will be displayed at the summary level. Detailed document and transaction information can be viewed by clicking the detail button on the desired record.

## Report by Appropriation and Cost Center

This option will display roll-up information for the DAFIS transactions for appropriation, limitation, and cost center. Obligation and commitment amounts will be displayed at the summary level. Detailed document and transaction information can be viewed by clicking the detail button on the desired record.

## Report by Project, Appropriation, Program Element and Cost Center

This option will display roll-up information for the DAFIS transactions for project, appropriation, limitation, fiscal program element and cost center. Obligation and commitment amounts will be displayed at the summary level. Detailed document and transaction information can be viewed by clicking the detail button on the desired record.



# DARTS

Additional reports by Appropriation are:

Report by Appropriation, Program Element, Cost Center and Object Class

Report by Appropriation and Object Class

Report by Appropriation, Program Element and Object Class

Report by Appropriation, Program Element, Division and Object Class

Report by Appropriation, Program Element, AFC and Object Class

DAFIS Reports Validation Query (Special User Id Required)

This option will display roll-up information to be validated against DAFIS report 13-1H (when other summary report options don't balance) displaying appropriation, limitation, fiscal program element, allotment fund code, cost center and object class. Obligation and commitment amounts, as well as total undel order, total expenditures and total AE unpaid are displayed at the summary level.

Detail Report by Cost Center and Object Class (Special User Id Required)

This option will display summary, document and vendor information for selected criteria. Unpaid, paid and total obligations, as well as commitments are displayed.

Once a report is selected, the selection criteria screen appears prompting for the query information. As few or as many fields can be entered for the search. (Refer to section V, Performing Queries). In the following query, the Agency, Region, Fiscal Year, Appropriation, Cost Center and Transaction month were entered. Appropriation defaults as the sort.

	Agency	Region	Fiscal Year	Approp Code	Limitation	Cost Center	Object Class	Transaction Month
Sort By:				G		C	C	C
Criteria:	FAA	Technical Center	1998	001		686200		ALL October November December January February

Search

☐ Display Cumulative Monthly Totals  
☐ Display Only Project SubObject Codes



# DARTS

Clicking on the search button returns the following results.

Report by Appropriation, Program Element and Cost Center										
		Agy = 1 Rgn = T FY = 1998 TM = 2 Approp = 801 Lim = 0 Cost Cntr = 886200							Previous Main Select Help	
Detail	Agy	Rgn	Fy	Approp	Lim	Program Element	Cost Center	Obligation	Commitment	Trans Month
	1	T	1998	801	0	210	886200	\$112,767.63	\$0.00	2
	1	T	1998	801	0	270	886200	\$32,749.41	\$0.00	2
	Total:							\$145,517.04	\$0.00	

Data Current as of: Jul 15, 1999 Download Page 1 of 1

At this point, the user can select a transaction to review for more detail by clicking on it or return to the selection criteria screen to start a new query.

Document Information Report

Agy = 1 Rgn = T FY = 1998 TM = 2 Approp = 801 Lim = 0 Cost Cntr = 886200

Trans	Agy	Rgn	Doc Cntl Num	Doc Type	Doc. FY	Doc Number	Doc Suffix	Doc Ref Num	Tot Undel Order	Total Expnd	Tot AE Unpaid	Total Commitments	Total Obligations	Trans/ Doc
	1	T	10569074	11	98	WP853J001	000	FAUGHTR	\$0.00	\$2,386.48	(\$2,677.00)	\$0.00	(\$290.52)	3
	1	T	10854653	71	98	21A000347	001		\$0.00	\$0.00	(\$66,503.12)	\$0.00	(\$66,503.12)	1
	1	T	10854654	71	98	21A000348	001		\$0.00	\$0.00	(\$86.73)	\$0.00	(\$86.73)	1
	1	T	10854655	71	98	21A000349	001		\$0.00	\$0.00	(\$3,516.39)	\$0.00	(\$3,516.39)	1
	1	T	10854656	71	98	21A000350	001		\$0.00	\$0.00	(\$190.98)	\$0.00	(\$190.98)	1
	1	T	10854657	71	98	21A000351	001		\$0.00	\$0.00	(\$148.74)	\$0.00	(\$148.74)	1
	1	T	10854658	71	98	21A000352	001		\$0.00	\$0.00	(\$2,694.14)	\$0.00	(\$2,694.14)	1
	1	T	10854659	71	98	21A000353	001		\$0.00	\$0.00	(\$1,019.25)	\$0.00	(\$1,019.25)	1
	1	T	10854660	71	98	21A000354	001		\$0.00	\$0.00	(\$2,663.12)	\$0.00	(\$2,663.12)	1
	1	T	10854661	71	98	21A000355	001		\$0.00	\$0.00	(\$3,244.23)	\$0.00	(\$3,244.23)	1

Data Current as of:

Download

Page 1 of 29





# DARTS

## Vendor Information

The vendor information option provides payment information based on the selection criteria entered. The query can be broad, i.e., all payments for the month of October, as shown below.

From		To	
Process Date: 10/01/97		10/31/97	

Agency	Region	Approp Code	Limitation	AFC	Program Element	Cost Center	Object Class
Sort By:		<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Criteria:	FAA	Technical Center					

SYSTEM DATA:						DOCUMENT ID:			
System Code	MAC	Source Code	Project	Job Order	Agreement Number	Type	Year	Number	Suffix
Sort By:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Criteria:									

VENDOR:			MISCELLANEOUS:		
Type	SSN	Name	User ID	Batch ID	Invoice Account

Search

The above query would yield the following results.

Vendor Information Report							
Agr = 1 Exp = T Approp = 001 Proc = 000107 To = 100107							
Process Date	Batch ID	Amount	Invoice / Acc#	User ID	Vendor Type	Vendor SSN	Vendor Name
10/23/97	972857462	\$2,500.00		DPSTAPG	I		CAMERON P. CONKLIN
10/23/97	972857462	\$2,500.00		DPSTAPG	I		CAMERON P. CONKLIN
10/23/97	972857462	\$2,500.00		DPSTAPG	I		ADAM C KISTLER
10/23/97	972857462	\$2,500.00		DPSTAPG	I		ADAM C KISTLER
10/23/97	972857462	\$2,500.00		DPSTAPG	I		LOUW SHIANG LIU
10/23/97	972857462	\$2,500.00		DPSTAPG	I		LOUW SHIANG LIU
10/23/97	972857462	\$2,500.00		DPSTAPG	I		KAREN I. MOREHOUSE
10/23/97	972857462	\$2,500.00		DPSTAPG	I		KAREN I. MOREHOUSE
10/28/97	973007461	\$1,800.00		DPSTAPG	I		WAOIH MAKKY
10/16/97	972807464	\$204.96	760514	DPSTAPG	I		VINCENT T. TRAN



# DARTS

The selection criteria can be more specific, such as requesting payment information on a specific batch id, as the following example demonstrates.

		From		To					
Process Date:		10/01/97		10/31/97					

	Agency	Region	Approp Code	Limitation	AFC	Program Element	Cost Center	Object Class
Sort By:			<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Criteria:	FAA	Technical Center						

SYSTEM DATA:						DOCUMENT ID:				
	System Code	MAC	Source Code	Project	Job Order	Agreement Number	Type	Year	Number	Suffix
Sort By:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Criteria:										

VENDOR:			MISCELLANEOUS:		
Type	SSN	Name	User ID	Batch ID	Invoice Account
				97304T018	

Search

### Vendor Information Report

Agcy = 1 Rpt = T From = 10/01/97 To = 10/31/97

Previous Main Select Help

Process Date	Batch ID	Amount	Invoice / Acct#	User ID	Vendor Type	Vendor SSN	Vendor Name
10/31/97	97304T018	\$281.00		DF\$W/S64	1		DAVID F. CLEMMER

Data Current as of: Jul 19, 1999

Page 1 of 1

Previous Main Menu Selection Criteria Help



Slide scroll bar to the right to view all fields displayed on this report.

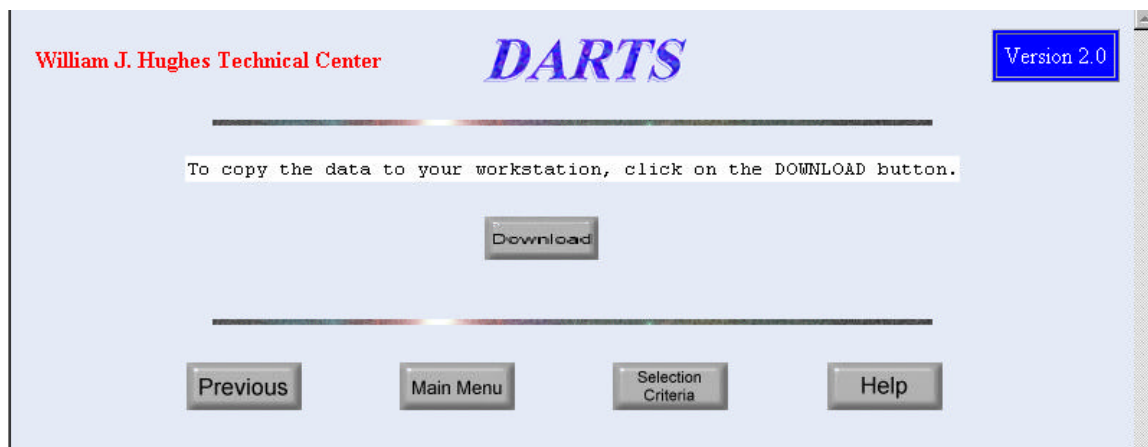




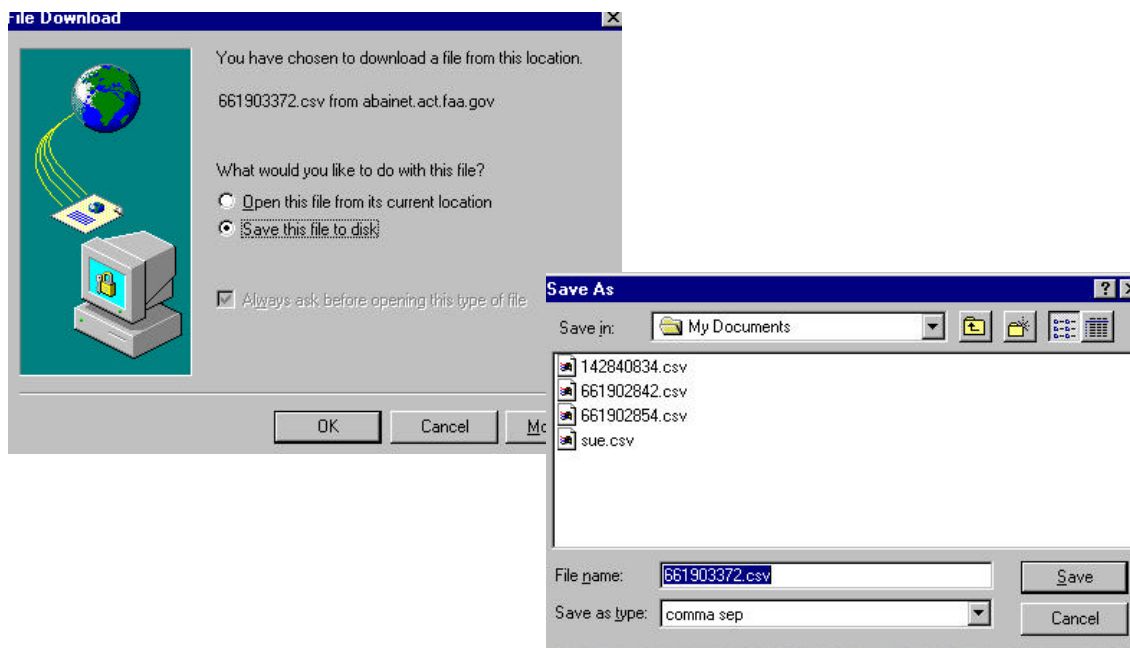
# DARTS

## VII. Downloading Data

Once you have retrieved your data, DARTS provides the capability to download the data, save it to a workfile and use it in an Excel spreadsheet. All reports have a DOWNLOAD button which, when selected, provide the ability to save the results of the query into Excel spreadsheet.

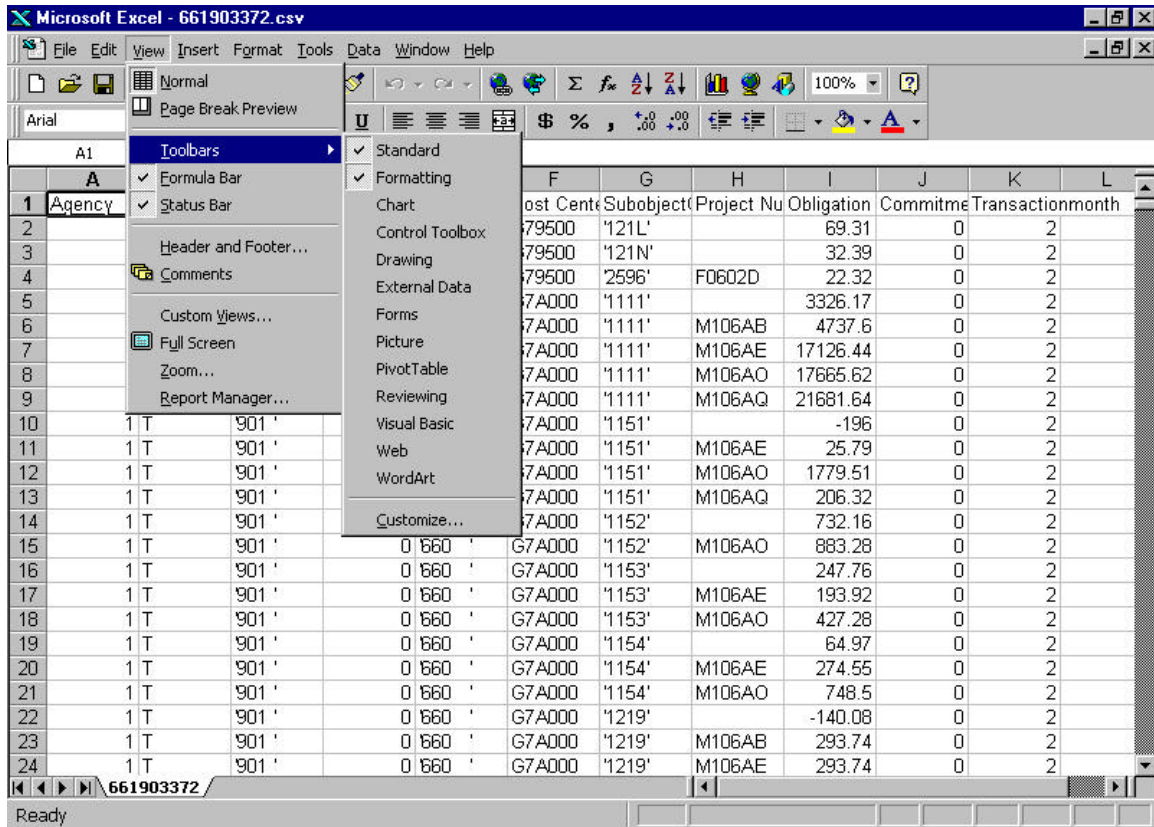


Click the DOWNLOAD button and the following screens appear. In Internet Explorer, you have the option of opening the file into Excel or saving it to disk. You can specify the directory you wish to save the file in.



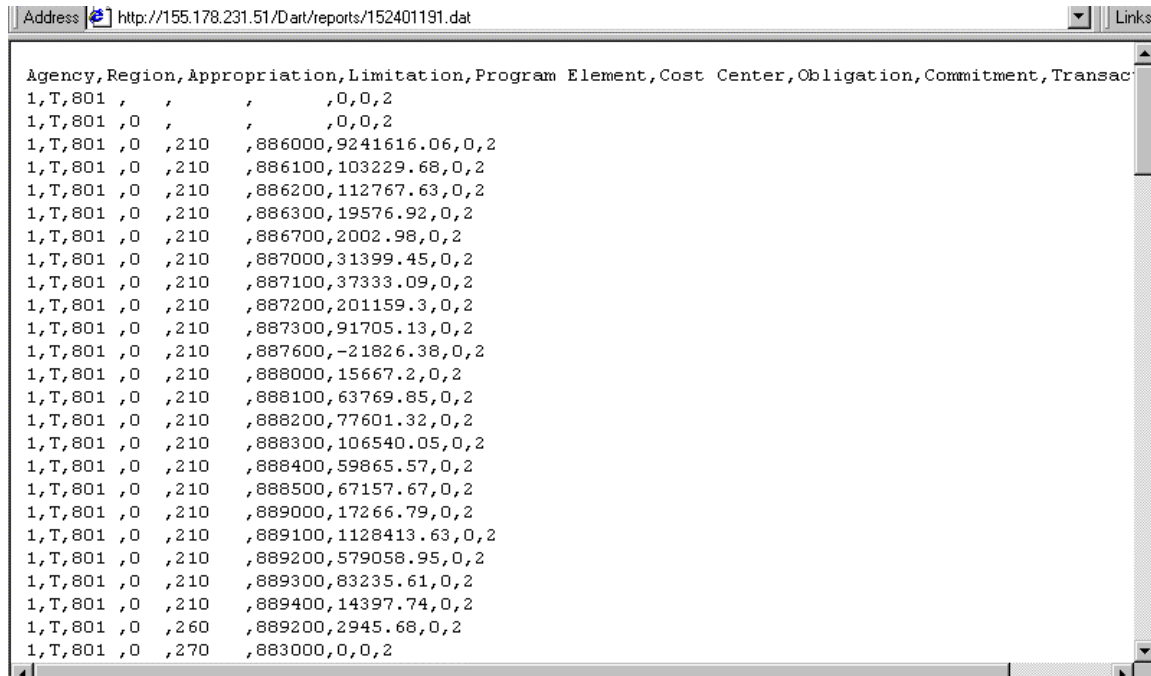
# DARTS

When opening files directly into Excel, be sure to check the Standard and Formatting toolbars from the View tab. This will enable you to work with the Excel toolbars visible.



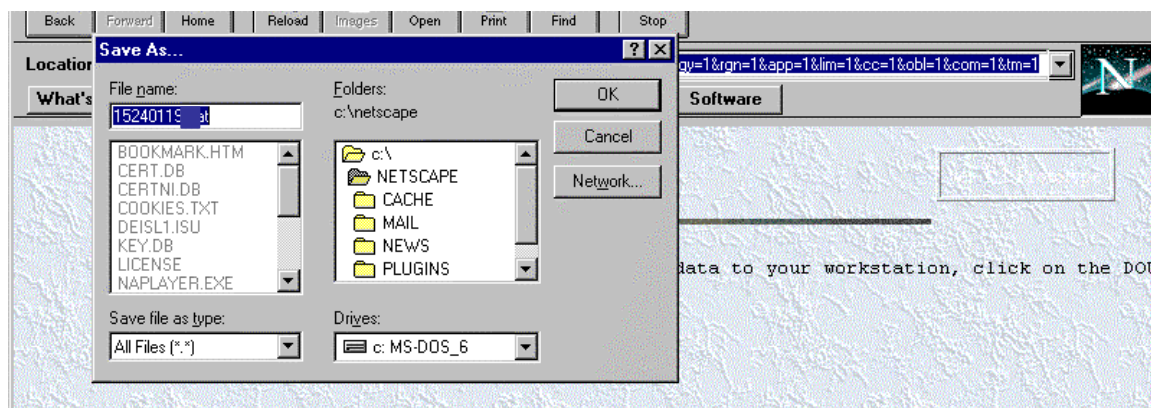
# DARTS

If the following screen appears when the download button is clicked, then you must first associate the .CSV file extension with the correct application. (Please refer to Setting Up Your Computer to Download, in Section VII.)



Agency	Region	Appropriation	Limitation	Program Element	Cost Center	Obligation	Commitment	Transaction
1,T,801	,	,	,	,0,0,2				
1,T,801	,0	,	,	,0,0,2				
1,T,801	,0	,210	,	,886000,9241616.06,0,2				
1,T,801	,0	,210	,	,886100,103229.68,0,2				
1,T,801	,0	,210	,	,886200,112767.63,0,2				
1,T,801	,0	,210	,	,886300,19576.92,0,2				
1,T,801	,0	,210	,	,886700,2002.98,0,2				
1,T,801	,0	,210	,	,887000,31399.45,0,2				
1,T,801	,0	,210	,	,887100,37333.09,0,2				
1,T,801	,0	,210	,	,887200,201159.3,0,2				
1,T,801	,0	,210	,	,887300,91705.13,0,2				
1,T,801	,0	,210	,	,887600,-21826.38,0,2				
1,T,801	,0	,210	,	,888000,15667.2,0,2				
1,T,801	,0	,210	,	,888100,63769.85,0,2				
1,T,801	,0	,210	,	,888200,77601.32,0,2				
1,T,801	,0	,210	,	,888300,106540.05,0,2				
1,T,801	,0	,210	,	,888400,59865.57,0,2				
1,T,801	,0	,210	,	,888500,67157.67,0,2				
1,T,801	,0	,210	,	,889000,17266.79,0,2				
1,T,801	,0	,210	,	,889100,1128413.63,0,2				
1,T,801	,0	,210	,	,889200,579058.95,0,2				
1,T,801	,0	,210	,	,889300,83235.61,0,2				
1,T,801	,0	,210	,	,889400,14397.74,0,2				
1,T,801	,0	,260	,	,889200,2945.68,0,2				
1,T,801	,0	,270	,	,883000,0,0,2				

If you are using Netscape as your web browser, the following screen will appear. Select the location where you wish to store the file on your pc and click OK. The file will be downloaded to that location. You can then select any of the screen navigation buttons.



## VIII. Problems/Resolutions

**Problem:** When downloading data, the data does not reflect what was requested. The data appears to be either incorrect or what had been requested in a previous download. This is caused by the caching capability of the Internet browser you are using.

**Solution:** To resolve this, you must set the caching option of the browser - the default setting for this option is to only check for new pages once per session; change this so that pages are always checked to see if they are newer. This option is set differently in Internet Explorer and Netscape (and between versions of the programs). For IE, look in the Internet Options, Settings for Temporary Internet Files. For Netscape, look in the Preferences, Advance Cache settings. Make sure documents/pages are checked on EVERY visit to the page.

**Problem:** In the Summary Information options, if you select multiple Transaction Months or multiple Fiscal Years from the selection criteria, you will get the following error if you click the Detail button on the report total line:

Microsoft VBScript runtime error '800a000d'  
Type mismatch: '[string: "2, 3"]'  
/dart/doc\_rpt01.asp line 213

**Solution:** To get around the problem, select only one Transaction Month and one Fiscal Year at a time from the selection criteria.

## **Setting up Your Computer to Download**

**Problem:** Internet Explore opens the download file instead of prompting the user to save it to their hard drive.

**Solution:** By associating the download file's extension (currently .CSV) with an application, Internet Exporter will prompt the user to save or open the file.

1. Double-Click on 'My Computer'
2. Select 'Options' from the 'View' menu.
3. Click on the tab 'File Types'.
4. Click on 'New Type'.
5. Type **.csv** into 'Associated extension' field.
6. Check 'Confirm open after download'
7. Click on 'New'

# DARTS

Change Icon...

Description of type: comma sep

Associated extension: .csv

Content Type (MIME):

Default Extension for Content Type:

Actions:

New... Edit... Remove Set Default

☐ Enable Quick View ☒ Confirm open after download

☐ Always show extension ☐ Browse in same window

OK Cancel

New Action

Action: open

OK Cancel

Application used to perform action: C:\Program Files\Microsoft Office\Office\Excel

Browse...

☐ Use DDE

8. Type **open** in the 'Action' field.
9. Type in the full path and file name of a valid application into the 'Application used to perform action' field. The application you use should be an application that can read the file such as 'notepad'. If you want the file to open with Excel use the full path to 'excel.exe' and follow the direction below (Setting up your computer to open DARTS data in Excel).
10. Click on 'OK'.
11. Click on 'Close'
12. Click on 'Close'

You will now get the save prompt when downloading DARTS data files.

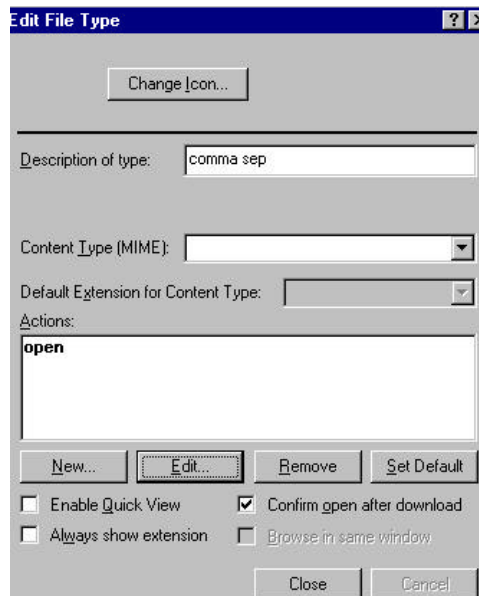


# DARTS

## Setting up your computer to open DARTS data in Excel

Making the following changes will allow the user to click Open a DARTS download file directly into Excel. Excel will start independent of Internet Explorer, so users will not lose their connection to DARTS when they exit Excel.

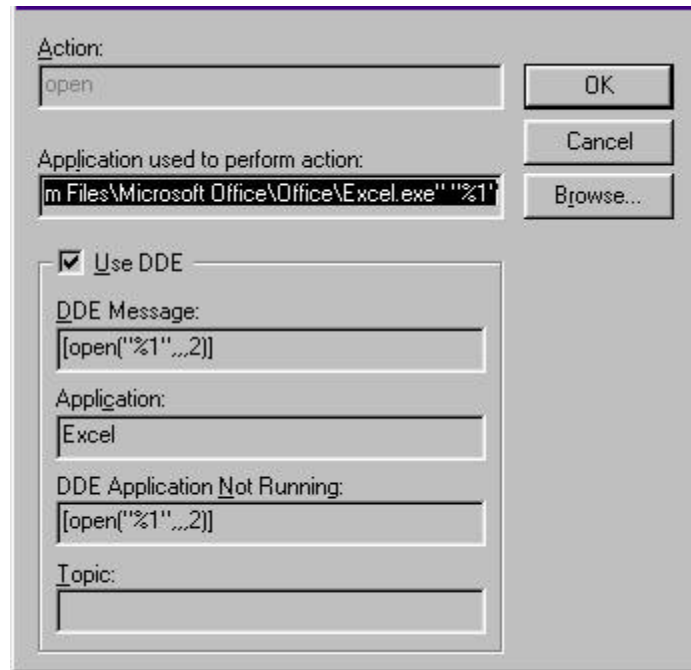
13. Complete the instructions above (Setting up your Computer to Download).
14. Double-Click on 'My Computer'
15. Select 'Options' from the 'View' menu.
16. Click on the tab 'File Types'.
17. Scroll through 'Registered file types' until you find 'CSV' file
18. Click on 'CSV' file
19. Click on 'Edit'
20. Click on 'Edit'
21. Click on the 'Action' 'open'
22. Click on 'Edit'





# *DARTS*

23. Click in the 'Application used to perform action' field.
24. Add **{SPACE}"%1"** to the end of the command line.
25. Check 'Use DDE'
26. Type **[open("%1",,,2)]** into the fields 'DDE Message' and 'DDE Application Not Running'
27. Type Excel in to the 'Application' field'
28. Click on 'OK'
29. Click on 'Close'
30. Click on 'Close'



The screenshot shows a Windows-style dialog box titled 'DARTS'. It has a light gray background and a purple border. The dialog contains several fields and buttons. At the top, there is an 'Action:' label followed by a text box containing 'open'. To the right of this text box are three buttons: 'OK', 'Cancel', and 'Browse...'. Below the 'Action' field is the 'Application used to perform action:' label, followed by a text box containing 'm Files\Microsoft Office\Office\Excel.exe' and a placeholder '%1'. Below this is a checkbox labeled 'Use DDE' which is checked. Underneath the checkbox is a group box containing three more text boxes: 'DDE Message:' with '[open("%1",,,2)]', 'Application:' with 'Excel', and 'DDE Application Not Running:' with '[open("%1",,,2)]'. At the bottom of the group box is a 'Topic:' label followed by an empty text box.

Internet Explorer will now open DARTS download files in Excel when the user clicks on 'Open this file from its current location'.



# ***DARTS***

## **Error Messages**

**Report by Project, Appropriation, Program Element, Cost Center and Object Class**

**Microsoft OLE DB Provider for ODBC Drivers error '80004005'**

**[Microsoft][ODBC Driver Manager] Data source name not found and no default driver specified**

**/DART/summ\_rpt08.asp, line 44**

Database connectivity has been lost. Back out of current window and log back into DARTS application.

**Microsoft OLE DB Provider for ODBC Drivers error '80040e31'**

**[Microsoft][ODBC SQL Server Driver]Timeout expired**

**/DART/doc\_rpt01.asp, line 323**

Query has timed out because selection criteria were too broad. Try narrowing your search.

